

COVID-19 Risk Assessment for Cropwell Butler & Tythby Village Hall July 2020

Introduction

This Risk Assessment is specific to Covid-19 and complements the existing Health & Safety documentation relating to the safe operation of the village hall, as defined by the Committee. It sets out the mitigating actions required to address broadly two areas of risk, namely catching the infection from an infected person (time and distance related), and catching it by touching infected surfaces and then ingesting by touching your face with your hands. The actions are based on the current Government guide lines as contained in "Covid-19 : Guidance for the safe use of multi-purpose community facilities" issued 30 June 2020, the Government's 5 steps to working safely and takes account of the specific challenges posed by the layout of the building and the type of activities booked.

Mitigating Actions

1. Limiting activities

Activities will be restricted to those permitted under current Government guidelines and will be updated as and when restrictions change.

Hirers will be asked to confirm activity at time of booking and those that fall outside permissible activities advised accordingly.

2. Cleaning of the building

The kitchen, back room and storage room will removed from the cleaning schedule and kept out of bounds except for emergency access to the first aid box and the rear emergency exit door.

The remainder of the hall will be cleaned thoroughly using standard cleaning products on a regular basis in line with usage.

3. Cleaning surfaces

Restricting access to the kitchen, back room and storage room will greatly reduce pinch points whilst also taking out of circulation cutlery, crockery, and kitchen appliances

Majority of furniture (tables and chairs) will be taken out of circulation and kept securely in the storage room. A small number of plastic chairs will be kept in each room reflecting normal usage.

In a situation where a booking requires a larger number of tables and chairs these will be supplied from the storage room on a controlled basis and cleaned and returned after use under supervision from one of the Committee.

Hirers and contractors (maintenance, cleaners etc.) will be asked to be careful what they touch and instructed to wipe down/spray all surfaces after each booking/visit. Wipes and disinfectant sprays will be provided by the Committee for the purpose.

A checklist of surfaces to be cleaned as part of the process will be available to ensure required standards are consistently met.

In addition, the Committee will arrange for all surfaces to be cleaned on a regular basis in line with usage.

The Committee will monitor usage and replenish supplies as required

4. Ventilation and Air Conditioning.

Windows and doors should, wherever possible, be left open to increase ventilation.

Air conditioning remote controls to be removed from the main hall and only used with agreement of the Committee.

5. Hand Hygiene

Hand sanitiser station with prominent sign to be available at the front door, which will also be the only allowed entry point to the building.

Additional hand sanitisers will be available in both meeting rooms and the toilet areas.

The Committee will monitor usage and replenish supplies as required.

6. Social Distancing (Activity Areas).

The main hall and meeting room will have a maximum allowed occupancy number, namely 40 for the main hall and 12 for the meeting room. The hirer will be responsible for managing their own numbers with this maximum to reflect their required room layout.

All hirers to manage arrival of their guests at the hall and to provide any Personnel Protective Equipment (PPE) required by their activity.

Entry to the building only permitted through the front door.

Users of the main hall to exit directly to the car park via the emergency exit located in the main hall. Users of the meeting room to exit by the front door. Hirers and their guests will be instructed to exercise social distancing whilst using the facilities. Signs will reflect the 2 metre rule.

Where 2 metres are not possible, then 1 plus metres may be allowed with additional risk mitigation measures agreed in advance e.g. additional hygiene measures, use of face masks, room layout to avoid sitting face to face etc. etc.

7.Social Distancing (Communal Areas)

Restricting access to the kitchen, back room and storage room will greatly reduce pinch points.

Restricting access to hirers and their users will eliminate people waiting in the entrance hall and meeting room.

Restricting access to the toilet area to a "one-in-one-out" basis.

8.Clarity of Responsibilities

A clear unambiguous set of responsibilities for the Committee, hirers, users and contractors will be sent out prior to any booking/visit They will also be displayed prominently in both rooms.

9.Test and Trace data (to be held for minimum of 21 days)

In order to support the NHS Test and Trace process, a record of hirers will be kept by the Bookings Secretary.

The Chairman will keep a record of contractors visiting the hall.

Hirers will be required to keep a register of their users and their contact details and report any positive test results to the Bookings Secretary without delay.

The Chairman will be responsible for informing the relevant authorities and actioning any resultant actions.

10.Signs.

Appropriate signs will be purchased and created for display outside and inside the hall, effectively implementing the above mitigating actions.